



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35006
FPO AP 96373-5006

IN REPLY REFER TO:
5090
F/EAB/28858
18 Jan 2013

MEMORANDUM

From: Environmental Management System Manager
To: MCB Camp Butler EMS Core Team Members

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MCB CAMP BUTLER CORE TEAM
MEETING MINUTES

Ref: (a) MCO P5090.2A W/CH 1-2

Encl: (1) Agenda
(2) Attendance Roster

1. Per the reference, the MCB Camp Butler EMS Core Team met on 17 January 2013 at Bldg. 363, 3rd Floor Conference Room. The meeting was brought to order at 0900 hours and the agenda is contained in enclosure (1).
2. The meeting was chaired by ^{(b) (6)} and the list of attendees is contained in enclosure (2).
3. The following is a summary of the meeting discussion:
 - a. Environmental Compliance Evaluation (ECE) Inspection
 - i. MCICOM will conduct the ECE inspection on 23 Jan – 8 Feb 2013 on all camps and training areas.
 - ii. ^{(b) (6)} requested the MCICOM inspectors to do an initial in-brief with the base and regiment commanders on the first day of inspection.
 - b. Common Unit-level ECE Deficiencies
 - i. HAZMAT- No labels on containers and MSDSs do not match HAZMAT being used.
 - ii. Hazardous Waste (HW) - Open containers of HW, no secondary containment of liquid HW, unknown HW in containers, and containers not in good conditions.
 - iii. Solid Wastes – Recyclables mixed with trash and waste batteries mixed with trash
 - iv. Environmental Policy Statement not communicated – We need to post policies on all employee boards.
 - c. MCIPAC/MCB Camp Butler Commander's Environmental Management Review Board (CEMRB)

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING
MINUTES

- i. CEMRB met on 4 Dec 2012 and approved the FY13 EMS Objectives and Targets (see attachment 1, slide 6 for FY13 EMS Objectives and Targets).
- ii. CEMRB also reviewed the MCIPAC Policy Statement and no updates and changes were recommended.
- iii. The following camps participated via VTC: CATC Camp Fuji, MCB Hawaii, and Camp Mujuk. Iwakuni was unable to attend due to technical difficulties.

d. Environmental Action Plans

- i. Solid Waste Diversion
 1. There is a proposed plan to stop the collection of glass by the recycling center. It is no longer economically feasible to collect and sell glass for the Qualified Recycling Program (QRP).
 2. (b) (6) drafted a Barracks Recycling SOP for Hansen last year.
 3. Stop using non-clear bags for trash and recyclables. It was already communicated to General Services Administration (GSA) to procure and supply clear bags only.
 4. Continue improving segregation of recyclables at the source by using appropriate and adequate recycling bins and implementing effective recycling guidelines.
- ii. Construction and Demolition (C&D) Debris Diversion
 1. It was believed that 90% of the C&D debris does not go to landfill due to strict Japanese laws about C&D debris. The Environmental Affairs Branch (EAB) is having difficulty capturing the diversion data.
 2. The EAB plans to coordinate with contracting agencies, ROICC and Army Corps of Engineers to incorporate C&D debris management procedures and practices, especially the collection of diversion data.
- iii. Reduce Facilities Energy Intensity
 1. (b) (6) briefed the team on the following:
 - ar reduction on facilities energy intensity was 2%. Our goal is 30% by 2015 and 37.5% reduction by 2020.
 - We plan to implement A/C automated controls to effectively manage air conditioning use and save energy.
 - Improve energy reduction awareness on camps and units and implement A/C shutdown during winter season.
 - Install electric meters on high energy usage buildings to monitor their usage.
 - Request camps to communicate the policy of keeping windows closed on air conditioned buildings.
 2. (b) (6) shared to the team the MCCS effort to reduce energy electronic chips to cut the flow of electricity to fluorescent ballasts not being used.
- iv. Vehicle Fuel Consumption Reduction
 1. (b) (6) GME Operations Officer, briefed and discussed with the following:

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING
MINUTES

- Making progress in our target of 30% reduction of petroleum products use by vehicle fleet by 2020. FY13 Target is 3% from FY12.
 - Green Line Bus Service – Only filling 20% of seat capacity. Using bus saves on gas, we need to optimize the use of them.
 - Electric Vehicles – This will also reduce fuel consumption but there are still issues on how to maintain the electric vehicles at GME. They are good only until they break.
- v. Reduce HAZMAT usage and HAZWASTE Disposal
1. (b) (6) introduced the plan to implement the Hawker Battery Reuse Program and discussed the following;
 - Use a pulse technology conditioning system to rejuvenate the lead acid batteries and reissuing them to units for free. A saving of \$337.82 per Hawker battery.
 - We disposed approximately 400,000 kg of lead acid batteries in FY12 and the program will help reduce the HAZMAT disposal.
 - FY12 procurement and disposal data are being gathered and reviewed for the cost-benefit analysis of the program. We will only focus on the Hawker Batteries first.
- e. Bloodborne pathogens spills clean-up
- i. (b) (6) brought up the issue of bloodborne pathogens spills clean-up. The discussed on the issue:
 1. There was no standard process in place or policy in place on how to clean-up bloodborne pathogens spills on MCB Camp Butler facilities (except clinics and hospitals)
 2. (b) (6) was already working on the issue and mentioned some information after the meeting. The information below was provided to (b) (6) and the Camp Directors:
 - Two contractors who are able to clean up bloodborne pathogens spills:
 - i. (b) (6) USNH custodial contractor, telephone number (b) (6)
 - ii. (b) (6) MCB Butler custodial contractor, telephone number (b) (6)
 - (b) (6) at ROICC has a Government credit card holder acquire the services from either of the above vendors on an as needed basis.
 - In addition, there is a safety SOP regarding bloodborne pathogens, from MCB Camp Butler BO 5100. 31A.
- f. Document Update
- i. Completed this quarter:
 1. EMP 1.2.1 Desktop Procedure for Turnover Folders
 2. EMP 13.3 Protected Species in CTA and JWTC Vol. 1
 3. EMP 13.3.1 Protected Species in CTA and JWTC Vol. 2
 4. EMSP 11.3 Reportable Spill Roster ver 6
 5. EMSP 11.10 9-1-1 Hazmat Spill Response Form ver 9 (EN) & (JN)

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING
MINUTES

6. EMP 13.6 Common Poisonous Plants on Okinawa ver 2
 7. EMSP 9.7 EMS Pamphlet ver 4
 8. MCIPACO 5090.2 MCIPAC QUALIFIED RECYCLING PROGRAM (QRP)
 9. MCIPACO 5090.3 INTEGRATED NATURAL RESOURCES AND CULTURAL RESOURCES MANAGEMENT PLANS
 10. MCIPACO 5090.1 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)
 11. EMSP 4.1.1 Risk Ranking FY13 ver 8
 12. EMP 7.2 Festivals and Unit Functions SOP ver 4
 13. EMP 14.1.1 PCB Spill Response Notification Procedures ver 2
 14. EMP 14.1.1 PCB Spill Response Notification Procedures ver 2 (JN)
 15. EMP 18.5 Camp Kinser SPCC Plan Change 2
 16. EMP 1.3.1 Env App Ltr ver 4
 17. EMP 1.6.1 Site Approval PEIR Form Routing SOP
 18. EMP 1.5 Negative Decision Template (letterhead)
 19. EMSP 9.3.1 One Day ECC Ver 6
- ii. Documents currently being updated:
1. EMSP-09.11.9 ECC Agenda (Japanese)
 2. EMSP 11.1.10 ENV Emergency Response Supplies and Equipment
 3. EMP-13.1 Env Pocket Guide for Marine in Field
 4. EMP 14.4 PCB Elimination Plan
- iii. Document cancelled: EMP 7.7.1 Recyclables Pick-up Guidelines (EN & JN)
- iv. Emergency response plans still in draft:
1. MCIPAC Order Spill Prevention & Response Plan
 2. MCB Butler Spill Prevention & Response Plan
 3. Site Specific Spill Plans
 4. SPCC Plans
 5. Tsunami SOP
- g. Upcoming events:
- i. Benchmark ECE – 23 Jan – 8 Feb 2013
 - ii. Next Core Team meeting – April, 2013
4. The meeting adjourned at 10:15 hrs. The Core Team meeting minutes will be distributed to Core Team members and other interested parties. Core Team members are reminded to brief their chain of command on all Core Team activities.
5. The Core Team point of contact is ^{(b) (6)}
^{(b) (6)} ^{(b) (6)}



MCB CAMP BUTLER EMS CORE TEAM MEETING

17 January 2013

Environmental Compliance Evaluation (ECE)

- **FY13 Benchmark ECE – MCB Butler, MCAS Futenma**
 - Conducted by MCICOM on a 3-year cycle
 - Dates: 23 Jan – 8 Feb 2013
 - Will inspect all camps and training areas
 - Process:
 - Review documentation
 - Interview personnel
 - Conduct field/site visits
 - Scope: Covers all programs, air, water, emergency response, HM, HW, EMS, etc

Common Unit-Level Deficiencies

- **HAZMAT deficiencies**
 - No labels on containers
 - MSDSs don't match HAZMAT being used
- **Hazardous waste (HW) deficiencies**
 - Open containers of HW
 - No secondary containment for liquid HW
 - Unknown HW in containers
 - Containers were not in good condition

Common Unit-Level Deficiencies

- **Solid waste deficiencies**
 - Recyclables mixed with trash
 - Waste batteries mixed with trash
- **Environmental Policy Statement not communicated**
 - Post policies on employee boards

MCIPAC/MCB CAMP BUTLER CEMRB

- Commander's Environmental Management Review Board (CEMRB) met on 4 Dec 2012
- Annual senior management review of EMS
 - CATC Camp Fuji, MCB Hawaii, and Camp Mujuk participated via VTC
 - Iwakuni was unable to attend due to technical difficulties
- MCIPAC Policy statement was reviewed and no updates were recommended or required.
- Proposed FY13 objectives and targets were approved and published

FY13 EMS Objectives & Targets

Objective	Target
1. Reduce the impact of solid waste generation	1. Divert 60% of non-hazardous solid waste from the waste stream in FY13 2. Divert 60% of construction and demolition debris from the waste stream by FY15 (FY13 Target: 56%)
2. Reduce electricity use in buildings	Reduce energy intensity of facilities by 37.5% by FY20 using FY03 as baseline (FY13 Target: 3% reduction from FY12)
3. Reduce vehicle air emissions and fuel consumption	Reduce use of petroleum products by vehicle fleets by 30% by FY20 using 2005 as baseline (FY13 Target: 3% from FY12)
4. Reduce hazardous material usage and hazardous waste disposal	Implement Hawker battery reuse program

Environmental Action Plan

EAP-1: Solid Waste Diversion

- Glass Recycling
- Barracks Recycling SOP
- Clear Bags
- Segregation of Recyclables

Environmental Action Plan

EAP-2: Construction & Demo Debris Diversion

- Coordinate with contracting agencies (*RO/ICC and Army Corps of Engineer*)
- Develop C&D waste management team/practices

Environmental Action Plan

EAP-3: Reduce Facilities Energy Intensity

FY12 ENERGY ACTION PLAN (EAP)			
Energy Action Plan-3, Reduce Facilities Energy Intensity			
Objective: Reduce Electricity Use Across MCIPAC Target: Reduce energy intensity by 37.5% by FY20 using FY03 as baseline Performance Measure(s): At least 18.3% of energy consumed by facilities is produced or procured from renewable sources by FY2020 Practice: Building operation Aspect: Electricity Use Impact: Electricity Consumption Point of Contact: (b) (6)			
Plan of Action	Responsibility/POC	Current Status	Estimated Completion Date
Outline and document Energy Project Development Process for optimized implementation of energy projects	Energy Manager	Complete	Dec 2011
Identify street lights and parking lights that can be either de-lamped or re-lamped with high efficiency lighting	Energy Manager	Ongoing	Feb 2013
Installation of 20 kW photovoltaic panels (bldg 464 and 1002)	Energy Manager	Ongoing	Sept 2012
Execute A/C shutdown policy from December - March	Energy Manager	Ongoing	Mar 2013
LEED Training	Public Works Officer	Complete	Mar 2012
ASHRAE 189.1 High Performance Building and Net Zero Design Training	Energy Manager	Complete	Apr 2012
Humidity Controls Training from Mason Grant Consulting	Energy Manager	Complete	Apr 2012
Exchange all incandescent light bulbs with compact fluorescent light bulbs in all barracks facilities	Energy Manager	Complete	May 2012
Exchange all 60 watt light bulbs with LED replacements in two barracks facilities	Energy Manager	Complete	May 2012
Identify facilities for immediate survey and project development for low cost/no cost energy conservation measures	Energy Manager	Ongoing	Dec 2012
Develop energy conservation measures (ECMs) for targeted facilities based on 1) effectiveness for impacting energy use, and 2) applicability to multiple buildings, and submit work requests for implementation	Energy Manager	Ongoing	Sept 2013
Installation of 11 kW wind turbine Camp Foster	Energy Manager	Ongoing	Mar 2013
Implement Energy Enterprise Management (EEM) Application for	Energy Manager	Ongoing	Jan 2013

energy monitoring capabilities	Energy Manager	Ongoing	Jan 2013
Commission Advanced Metering Infrastructure (AMI) MCB Butler	Energy Manager	Ongoing	Mar 2013
Project development for heat shielding film and blinds for various facilities	Energy Manager	Ongoing	Sept 2013
Implement scope for the replacement of 50 inefficient transformers with high efficient transformers	Energy Manager	Ongoing	Sept 2013
Project Development for ECIP: 50 meter pool renovation and renewable energy implementation	Energy Manager	Cancelled	
Aggressive Energy Awareness Campaign through OkiNews and marquee advertisements	Energy Manager	Ongoing	Sept 2013
Energy Awareness Training/Presentations targeting: - New Join Marines (weekly) - New Comer's Orientation (weekly) - Camp Commanders (quarterly) - Billeting Managers - Barracks Managers	Energy Manager	Ongoing	Sept 2013
Replace 22 chillers with Turbocor technologies for more efficient energy operations	Energy Manager	Ongoing	May 2013
Advanced Metering Infrastructure (AMI) installation CATC Camp Fuji	Facilities Maintenance Department Camp Fuji	Ongoing	Sept 2013
Feasibility Study for Waste to Energy implementation	Energy Manager	Not Started	Sept 2013
Resource Efficiency Managers (REM) Program Implementation	Energy Manager	Ongoing	Sept 2013

Environmental Action Plan

EAP-4 Vehicle Fuel Consumption Reduction

FY13 ENVIRONMENTAL ACTION PLAN (EAP)			
EAP-4 Vehicle Fuel Consumption Reduction			
Objective: Reduce vehicle fuel consumption and air emissions.			
Target: Reduce use of petroleum products by vehicle fleets by 30% by FY20 using 2005 as baseline (FY13 Target: 3% from FY12).			
Performance Measure(s):			
Practice: Vehicle operations			
Aspect: Fuel use and Air emissions			
Impact: Fuel consumption and Air quality degradation			
FY13 Risk Ranking: 26			
Point of Contact (b) (6)			
Plan of Action	Responsibility/POC	Status	Completion Date
Enact system wide improvements/changes to The Green Line bus service. Projected annual fuel reduction 18,308,464 gallons	Fleet Manager / GME Operations Officer	Start date 1 March 2013	28 Feb 2014
Continue to enforce the Anti- Idling Policy (GME SOP MCBJO 11240.5)	Motor T Chief / Operations Chief	Ongoing	Continuous
Continue to enforce Official Use.	Motor T Chief / Operations Chief		
Continue to reduce the number of fossil fuel vehicles through Right Sizing the Fleet	Procurement Chief	Ongoing	Continuous
Continue to promote Green Line bus service.	Operations Officer	Ongoing	Continuous
Continue to monitor GME in service vehicles (Road Master Checkpoints – utilization) Addressing Idling and Unofficial Use	Motor T Chief / Operations Chief	Ongoing	Continuous
Continue to redesign Quality Control Program (Implementation of QC Stations & QC Satellites through Okinawa & CATC Fuji)	Operations Chief / Chief Dispatcher	Ongoing	Continuous
Continue to utilize technology to maintain records and provide cost effective information to GME users / customers	Procurement Chief	In Progress DON Fuel Automated System monitoring individual vehicle fuel use. Electronic Data records on consumption. Home - Drive Green	Continuous
Continue to procure fuel efficient vehicles such as Hybrids including passenger buses.	Procurement Chief	Ongoing	Continuous
Continue with expansion plans for Electric Vehicles (zero fuel/zero carbon)	Procurement Chief	Ongoing	Continuous



EAP-5 Reduce HAZMAT usage and HAZWASTE disposal



Implement Hawker Battery Reuse Program

- Review FY12 data on procurement and disposal
- Which MSCs will benefit ?
- Pulse technology conditioning system & placement/training.
 - Unit level or HAZMIN center operations....benefits?
 - Stock stays at unit level vs. Reuse procurement.
 - Market cost for batteries range \$337.82 (DLA)
NSN 6140-01-4851472



Document Update

- **Completed this quarter:**

- EMP 1.2.1 Desktop Procedure for Turnover Folders
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- EMSP 9.3.1 One Day ECC Ver 6

Document Update

- **Currently being updated:**
 - EMSP-09.11.9 ECC Agenda (Japanese)
 - EMSP 11.1.10 ENV Emergency Response Supplies and Equipment
 - EMP-13.1 Env Pocket Guide for Marine in Field
 - EMP 14.4 PCB Elimination Plan
- **Cancelled this quarter:**
 - EMP 7.7.1 Recyclables Pick-up Guidelines (EN_JN)
- **Emergency Response Plans still in draft:**
 - MCIPAC Order Spill Prevention & Response Plan
 - MCB Butler Spill Prevention & Response Plan
 - Site Specific Spill Plans
 - SPCC Plans
 - Tsunami SOP

Conclusion

- Upcoming events:
 - Benchmark ECE – 23 Jan – 8 Feb 2013
 - Next Core Team meeting – April, 2013
- Will send minutes to all
- Please brief your chain of command

Thank you!

(b) (6)

E-MAIL

ATTENDANCE ROSTER
CORE TEAM MEETING
January 2013

(b) (6)

NAME

SIGNATURE

UNIT

PHONE

E-MAIL

ATTENDANCE ROSTER
CORE TEAM MEETING
January 2013

NAME	SIGNATURE	UNIT	PHONE	E-MAIL
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(b) (6)